



AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

*****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT***** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.**

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2014-006
<u>OPEN PERIOD:</u>	09 Jan 2014 thru 2359 EDT, 24 Feb 2014
<u>HIRING DIRECTORATE:</u>	NGB/SG
<u>POSITION TITLE:</u>	Manager, Strategic Communications, Quality Assurance and Information Services
<u>AFSC REQUIREMENT:</u>	4XX7/91 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	MSgt/E7 (Promotable) – SMSgt/E8
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2 - 4 Years
<u>AGENCY:</u>	National Guard Bureau
<u>DUTY LOCATION:</u>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	Qualified ANG members only

1. Requirements

Must hold Rank/Grade requirement by this announcement closeout date.

Must have a Secret Security Clearance

2. Position Description

Highly recommended in-depth knowledge of all aspects of health services administrative and clinical functional responsibilities as well as medical readiness and formal training. Should understand and articulate the ANG medical interface with the active force during both wartime and peacetime as well as the relationship of the medical organizations with line organizations. Ability to effectively communicate verbally and in writing with other offices within the Air National Guard Medical Services Directorate and ANGRC, MAJCOMS and HQ USAF is desired. Should have in-depth knowledge of the Air Force Inspection System, Resources, Medical Readiness and Formal Training. The incumbent should have solid computer, management and supervision skills in addition to the ability to effectively communicate both orally and in writing. The incumbent should have a thorough knowledge of medical instructions and directives, medical terminology, office management methods, training requirements, Microsoft Office (Word, Excel, Power Point and Outlook) and Microsoft SharePoint. Functions as the ANG MAJCOM Functional Area Manager to the medical component of the Unit Effectiveness Inspection (UEI). Monitors and assesses Management Internal Control Tool (MICT) data from units to maintain situational awareness of potential problem areas. Reviews inspection deficiencies identified in Integrated Global Enterprise Management System (IGEMS) to identify trends and guidance issues; takes appropriate actions to correct identified issues. Coordinates and approves all Corrective Action Plans for unit level critical and significant deficiencies and all MAJCOM level deficiencies. Consults with the HAF functional to ensure proper interpretation of AF or higher policy. Develops and maintains NGB specific inspection requirements (if required) where no HAF functional inspection requirements exist for that functional area and loads Self-Assessment Checklist(s) (SAC) into MICT. Develops NGB supplements to SACs (if required) IAW AFI 90-201, 5.7. Provides or assists in identifying and arranging for inspector augmentees with functional expertise as required by the MAJCOM/IG. Advises staff within the Air Surgeon's Office regarding trends and issues with the Air Force Inspection System. Serves as the ANG "MAJCOM Functional Area Manager" for the medical component of the Unit Effectiveness Inspection (UEI). Coordinates issues with office staff as well as MAJCOMs and USAF to ensure ANG posture is appropriately represented. The incumbent may be required to prepare and present briefings for USAF leaders, senior ANG leaders, functional managers and line organizations on topics of current relevance. Serves as the system administrator for the Directorate's Portal Page, Internal and External SharePoint Page and MICT. Provides managerial support between the Division Chief and the members of assigned Branch. Plans, implements and executes Branch specific tasks to facilitate continuous improvement and personal growth while supporting organizational goals, mission and vision. Knows and understands the breadth and depth of work assigned to the Branch. Recognizes, motivates, encourages, corrects and disciplines work place behavior. Key responsibilities include; maintaining current SIPR account access; responsible for ensuring timely completion and submission of the Weekly Activity Report; responsible for timely upload of the weekly Director's staff meeting slide; attends weekly Branch, Division, and Director's staff meetings; timely completion of enlisted feedback, EPRs, federal awards and other forms of formal recognition; monitors IMR and ancillary training currency; primary branch Joint Applications Staff Management System (JASMS) monitor; branch DTS certifier; ensures proper inprocessing, work place orientation, work area procurement and initiation of network access for newly assigned staff; updates recall roster for assigned staff; and monitors compliance to Air Force standards.

3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/careers/mva/procedures.asp>

